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Entering SR16s

Is the web application case sensitive?

No, it accepts text entry in upper and/or lower case. Text appears on the printed SR16 exactly as it is entered.

What do we indicate as the abstract type for dismissals?

Ticket Substitute.

Is UTT a required field?

Yes, but a value such as "none" or "unknown" can be entered.

What do we use for Drivers License Number (DLN) if the charge is "operating without a license"?

The Drivers License Number is not a required field, but at a minimum, please include Name, Address and Date of Birth information.

How do we tell if the License Type is CDL if it is not indicated on the UTT?

Currently, you are only able to use your best judgment based on the traffic ticket information. The Offense Type and Vehicle Type fields on the traffic ticket may be helpful.

INcite Release 2: You will be able to determine if the License Type is CDL once you enter the Drivers License Number on the SR16 form. The License Type information will automatically be populated from the BMV records.

Can we simply enter the IC Code instead of choosing it from the list?

No. The IC Code currently must be selected from the drop-down list. This is a requested enhancement that will be available in INcite Release 2.

Can the web application allow us to type over a case number instead of deleting it first?

No, but if we tab to it, the entire field is selected. Then we can simply enter the case number, replacing the "placeholder" information.

Do we enter the arresting officer's name or badge number?

Either is acceptable. This is not a required field.

How do we account for the judge's (or clerk's) electronic signature?

The BMV accepts an electronic signature (typed name).

In INcite Release 2, after entering the Drivers License Number on the SR16 form and the data is different that was retrieved from the BMV than what is on your traffic ticket, will you be able to change any of these fields?

Yes. You may change any of these fields.

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Using the INcite Application

How long will records be saved in the system/on the web server?

Indefinitely.

Can more than one user enter SR16s at the same time from different computers within the same court?

Yes.

Can we use the existing SR16 upon payment (or dismissal) of an FTA or FTP?

Yes, editing the existing SR16 saves time entering data and will save both the FTA/FTP and the corresponding reopen/payment SR16s.

Can we perform a "quick save" or extend the time out on the application to prevent losing data if interrupted?

Not yet; this is a requested enhancement.

Can we use the beginning and ending dates for search parameters to see how many SR16s were sent?

Yes, it will return the total number of certified SR16s within a specified date range.

Is there a way to see when (date &/or time) SR16 was sent?

This is a requested enhancement that will be available in INcite Release 2.

What happens to SR16s that we delete too late (after they have been sent to BMV)?

They will remain on file as a record of that transaction. An Amendment SR16 may be sent via hard copy later to correct any errors. Sending amended SR16s through INcite is a requested enhancement.

Will there be SR17 and Probable Cause modules for this web application?

Yes, these will be added in future release(s).

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Activity Report (Reject Code Legend)

What should I do when I receive a Reject Code of (S)?

Please do not assume that this was reported correctly. Please check the BMV driver record to make sure this was recorded correctly. You may find out how the transaction was recorded by accessing the BMV driver records through *accessIndiana*.

Reject Codes:

- S: SR16/PC PREV RECORDED

Should I resend an SR16 if I receive a Reject Code of (J), (7) or (Y) on the Activity Report I receive after transmitting SR16s to CATS?

Reject Codes:

- 7: O/S SR16 Printed
- J: IN State SR16 Printed
- Y: FTP Under Review

Courts do not need to resend the SR16 for (J), (7) or (Y). These are printed by the BMV to manually process and pursue in researching errors. Courts do not need to resend an SR16 with these errors unless the BMV contacts them by phone or mail.

If the BMV is manually processing and researching errors on a Reject Code of (J), (7) or (Y) and does not contact you by phone or mail, will this eventually be recorded on the activity report?

No, this will not be recorded on the activity report, but you may find out how the transaction was recorded by accessing the BMV driver records through *accessIndiana*. The BMV may take up to 1 week before the transaction is recorded on the BMV driver record, which is the normal turnaround for hardcopy SR16s received through the mail.

This is a requested enhancement that will be available in INcite Release 2. You may view the Driver Information by clicking on the **Drivers License Number (DLN) Lookup**. This information will include the Drivers License status for all offenses. The SR16 will show who created the SR16, the date and time it was transmitted to BMV and the driver's license status. Viewing the Drivers License status for all offenses will determine if a driver is able to become reinstated.

What should I do if the BMV contacts me by phone on a Reject Code of (J), (7) or (Y) on the Activity Report?

If contacted by phone, the court will need to correct all errors indicated by the BMV by resending an edited SR16.

Once I resend the edited SR16, will this be recorded on the next activity report?

Yes, every SR16 sent electronically will be recorded on a CATS activity report. You may find out how the transaction was recorded by accessing the BMV driver records through *accessIndiana*.

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status. Viewing the Drivers License status for all offenses will determine if a driver is able to become reinstated.

Once the BMV manually processes and researching errors on a Reject Code of (J), (7) or (Y) on the Activity Report, how long will it take to process before it will be recorded on the BMV record? It may take up to 1 week before it will be recorded on the BMV driver record, which is the normal turnaround for hardcopy SR16s received through the mail.

How do I check the BMV record? You may access the BMV records through *accessIndiana*.

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BMV Questions

Will we receive a report back from the BMV like CATS courts currently do? How will they be sent?

Yes. The court may choose to have them faxed or mailed.

How soon will the SR16 information reach the individual's driving record (for BMV access)?

If the SR16 is submitted before 4:20 PM, the BMV will process the information the same day. It will appear on the driving record the following day if the SR16 was not rejected or manually processed at the BMV. Activity Report codes that are processed manually are the following:

- 7: O/S SR16 Printed
- J: IN State SR16 Printed
- Y: FTP Under Review

Miscellaneous

What are some advantages and disadvantages of electronically transmitting over faxing or mailing an FTA/FTP?

Advantages:

All SR16s submitted electronically are confirmed on a daily CATS activity report. Any SR16s submitted before 4:20 pm without data problems will be recorded on the drivers record that night. This includes convictions, suspensions, and closed suspensions, which would allow an individual's license to be reinstated the following day. Please view the Driver Record on the *accessIndiana* website to view all recorded transactions.

This is a requested enhancement that will be available in INcite Release 2. You may view the Driver Information by clicking on the **Drivers License Number (DLN) Lookup**. This information will include the Drivers License status for all offenses. The SR16 will show who created the SR16, the date and time it was transmitted to BMV and the driver's license status.

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Disadvantages:

Any SR16s submitted by fax or mail may take up to 1 week before they are recorded on the drivers record. An individual will be unable to be reinstated at the BMV before the BMV has processed the SR16. Please view the Driver Record on the *accessIndiana* website to view all recorded transactions.

This is a requested enhancement that will be available in INcite Release 2. You may view the Driver Information by clicking on the **Drivers License Number (DLN) Lookup**. This information will include the Drivers License status for all offenses. The SR16 will show who created the SR16, the date and time it was transmitted to BMV and the driver's license status. Viewing the Drivers License status for all offenses will determine if a driver is able to become reinstated.

Can a CDL holder lose his/her license if the offense was actually in a passenger vehicle?

Yes, according to the law.

What does Nolle Prosequi mean?

"Not prosecuted"